



**ERIE COUNTY WATER AUTHORITY**  
**INTEROFFICE MEMORANDUM**

To: Jerome D. Schad, Chair  
Peggy A. LaGree, Vice Chair  
Michele M. Iannello, Treasurer

CC: Terrence D. McCracken, Secretary to the Authority  
Karen A. Prendergast, CFO  
Mark S. Carney, General Counsel

From: Jacqueline Mattina, Associate Attorney,  
of counsel to  
Mark S. Carney, General Counsel

Date: October 6, 2021

Subject: Creation of Confidential Liaison Position

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On May 16, 2019, the Board of Commissioners (the “Board”) adopted, by resolution, a new organizational structure. Under this new organizational structure, the Authority was divided into the following four divisions: the Office of the Secretary under the charge of the Secretary of the Authority, the Legal Division under the charge of the Authority’s Attorney, the Financial & Administration Division under the charge of the Chief Financial Officer, and the Operation Division under the charge of the Chief Operating Officer. The four division heads along with the Executive Engineer represent the Senior Executive Staff who advise the Authority on all issues relating to governance, finance, and operations and who assist the Board in development and implementation of policies.

This new organizational structure has required the need for a high level, confidential administrative position which will act as the primary point of contact for Commissioners and division or department heads submitting legal, operational, or procedural questions to the Authority’s Legal Department. I have been working closely with the Erie County Personnel Department to create a new position of Confidential Liaison. The Confidential Liaison will act as the gatekeeper of all confidential, privileged communications among the Legal Department, the Executive Staff and the Authority’s Board of Commissioners and will report directly to the Authority’s Attorney.

The title of Confidential Liaison will be Salary Grade 9E at a starting salary of \$65,137.28 of the Authority’s Career and Salary Plan. This position has been approved by the Erie County Personnel Department.

A resolution creating the position of Confidential Liaison is on today’s agenda for the Board’s approval. Thank you.

JCM:tg

**ERIE COUNTY WATER AUTHORITY  
AUTHORIZATION FORM**  
For Approval/Execution of Documents  
(check which apply)

<b>Contract:</b> _____	<b>Project No.:</b> _____
<b>Project Description:</b> <u>Creation of One Position of Confidential Liaison</u>	

**Item Description:**

<input type="checkbox"/> Agreement	<input type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input checked="" type="checkbox"/> Other <u>Creation of one (1) new position of Confidential Liaison</u>			

**Action Requested:**

<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other <u>Creation of one (1) new position of Confidential Liaison</u>	

**Approvals Needed:**

**APPROVED AS TO CONTENT:**

<input type="checkbox"/> Other (if Applicable)	_____	Date: _____
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input type="checkbox"/> Director of Administration	_____	Date: _____
<input type="checkbox"/> Risk Manager	_____	Date: _____
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Karen A. Rendegeast</u>	Date: <u>10/06/2021</u>
<input checked="" type="checkbox"/> Legal	<u>Mark Carney</u>	Date: _____

**APPROVED FOR BOARD RESOLUTION:**

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>10/6/21</u>
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**Remarks:** \_\_\_\_\_

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<b>Resolution Date:</b> _____	<b>Item No:</b> _____
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